

17 January 1980

Classification Review Procedure

CRP 80-3

RESCINDS: CRP 79-31 of 19 June 1979

HANDLING OF CHRONO FILES

1. CRD has now had the opportunity to review a representative assortment of Chrono files, and based on this experience certain similarities are evident:

a. They are the chronological record of the operation of an office and are therefore an integrated file.

b. Much of the material, although important to this type of file, is of temporary nature.

c. That which is permanent is also found in subject files.

d. The small amount that is declassifiable would be meaningless if released to the public.

2. Chrono files will, therefore, be treated as integrated collections and reviewed on a folder-by-folder basis. Reviewers will, of course, have to review the entire folder to decide on the appropriate overall classification, but only one form 4023A will be filled out using "12" as the type of document and "Chrono file 1 Jan 52-31 Mar 52, Chief ORR" as the title. The reviewer stamp and the appropriate classification will be placed on the folder. The creation date will be the date of the most recent material in the folder. The attached statement will be included in each folder. Each document in the file will be stamped as follows:

THIS DOCUMENT IS PART OF AN INTEGRATED  
FILE. IF SEPARATED FROM THE FILE IT MUST  
BE SUBJECTED TO INDIVIDUAL SYSTEMATIC REVIEW.

3. CRP 79-31, although rescinded with this issuance, remains part of CRD's record to indicate how the first body of ☐ chrono files was **STATSPEC** handled.

4. Records other than chrono files may also be handled under the folder or case file concept specified herein when approved by the branch chief concerned and Chief/CRD.

☐ **STATINTL**

Chief, Classification Review Division

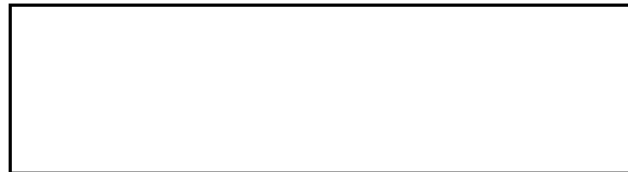
8 April 1981

Classification Review Procedure

CRP 81-4

Handling of Chrono Files

1. The form attached to CRP 80-3 has been revised. Please attach the new form to the CRP and destroy all copies of the form dated 3 December 1979.
2. Also change the DARE type document code in paragraph two of CRP 80-3 from "12" to "11."



STATINTL

Chief, Classification Review Division

Attachment:  
Revised Form

PLEASE KEEP THIS SHEET ON TOP OF THIS FOLDER AT ALL TIMES

JOB NO. \_\_\_\_\_ BOX NO. \_\_\_\_\_ FOLDER NO. \_\_\_\_\_

The material in this folder has been reviewed in accordance with the Systematic Declassification Review provisions of Executive Order 12065 and other applicable directives and procedures.

The material in this folder has been treated as a single, integrated, unified record and reviewed as one document under the applicable classification criteria of Executive Order 12065, Section 1-301, sub-paragraph:

(a) (b) (c) (d) (e) (f) (g) (circle one or more)

The folder requires continued protection at the C S TS level  
(circle one).

Contents of this folder have been entered into the DARE system as a single item under the title:

\_\_\_\_\_  
\_\_\_\_\_

SHOULD IT BE NECESSARY TO REMOVE ANY PORTION OF THE MATERIAL IN THIS FOLDER, that material must be individually reviewed for classification status and the results of that review clearly marked on the material according to applicable procedures.

In accordance with Executive Order 12065 the material in this folder must be re-reviewed in the year \_\_\_\_\_.

DATE: \_\_\_\_\_

REVIEWER: \_\_\_\_\_

DATE OF REVIEW \_\_\_\_\_

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WARNING

THIS SHEET MUST REMAIN ON TOP OF THIS FOLDER AT ALL TIMES.

IT MAY BE REMOVED ONLY IN THE EVENT THAT ALL DOCUMENTS IN  
THIS FOLDER ARE REVIEWED FOR DECLASSIFICATION AS INDIVIDUAL ITEMS

The materials in this folder have been reviewed in accordance with the declassification review provisions of Executive Order 12065 and other applicable directives and procedures.

The individual items in this folder have been treated as component parts of one, integrated, unified record. Separate items have not been reviewed for declassification, but only to determine the appropriate overall classification of the integrated file and to obtain a page count.

The contents of this folder have been entered into the DARE system as a single item under the title: \_\_\_\_\_

In the event that individual items are removed from this folder, for whatever reason, the current classification status of that item must be checked through DARE, using the standard identifiers for searching the particular item. If a record is not found in DARE, appropriate declassification action must be taken and the item entered into DARE as an individual record.

(3 Dec 79)  
(CRD/ISS/DDA)

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